

ANNEX A - CERTIFICATION

[Date]

SECTION I EXCHANGE OFFICER LEGAL STATUS OF CERTIFICATION

As a representative of the Finnish Ministry of Defence under the auspices of an Extended Visit Authorization to the U.S. Joint Forces Command, I am subject to the jurisdiction of United States federal, state, and local laws, except as provided by treaty, other specific legal authority, or the terms of any diplomatic immunity which I may have been granted. I understand that my acceptance of the Exchange Officer position does not bestow diplomatic or other special privileges.

SECTION II EXCHANGE OFFICER CONDITIONS OF CERTIFICATION

(1) **Responsibilities:** I understand that my activities as a Finnish Exchange Officer shall be limited to the representational responsibilities of my Government and that I am expected to present the views of my Government with regard to the issues which my government and the U.S. Government have a mutual interest. I shall not perform duties that are reserved by law or regulation to an officer or employee of the U.S. Government. I shall work issues consistent with the Position Description detailed in this MOA.

(2) **Costs:** I understand that all costs associated with my duties as an Exchange Officer are as detailed in Article IV of the text of the MOA.

(3) **Extensions and Revalidation:** I understand that if my Government desires to request an extension or revalidation of my position beyond the original dates for which I am certified, a new visit request shall be submitted not later than 30 days prior to the expiration date of the current Extended Visit Authorization.

(4) **Contact Officer:** I understand that when the certification process is completed, a Contact Officer(s) shall be assigned to sponsor me during my visit to the U.S. Joint Forces Command. I further understand that I shall coordinate, through my Contact Officer, all requests for information, visits, and other business, which fall under the terms of my certification. I also understand that requests for information which are beyond the

terms of my certification shall be made through the Office of the Defense Attaché.

(5) **Other Visits:** I understand that visits to facilities for which the purpose does not directly relate to the terms of my certification shall be made through the Office of the Defense Attaché.

(6) **Uniform:** I understand that I shall wear my national uniform when conducting business at U.S. Joint Forces Command or other Department of Defense facilities, unless otherwise directed. I shall comply with my Parent Government's service uniform regulations.

(7) **Security:**

a. I understand that access to U.S. Government information shall be limited to that information determined by my Contact Officer to be necessary to fulfill the functions of an Exchange Officer. I also understand that I may not have unsupervised access to U.S. Government classified computer systems, unless the information accessible by the computer is releasable to my Government in accordance with applicable U.S. law, regulations and policy.

b. All information to which I may have access during my certification shall be treated as information provided to my government in confidence and shall not be further released or disclosed by me to any other person, firm, organization, or Government without the prior written authorization of the United States Government.

c. I may be allowed to take possession of classified material in the performance of my duties provided I safeguard this material in accordance with GSOIA of October 11, 1991.

d. I shall immediately report to my Contact Officer should I obtain or become knowledgeable of United States Government information for which I am not authorized to have access. I further agree that I shall report to my Contact Officer any incidents of my being offered or provided information that I am not authorized to have.

e. If required, I shall display a security badge on my outer clothing so that it is clearly visible. The United States Government shall supply this badge.

(8) **Compliance:** I have been briefed on, fully understand, and shall comply with the terms and conditions of my certification.

Failure to comply may result in termination of my certification. I further understand that the termination of my certification does not preclude further disciplinary action in accordance with any applicable Status of Forces Agreement or other government-to-government agreements.

(9) **Definitions of Terms:** Terms not defined herein shall have the definitions ascribed to them in the applicable Agreement governing my assignment as an Exchange Officer.

SECTION III
EXCHANGE OFFICER
TERMS OF CERTIFICATION

(1) **Contact Officer:** (Name of USJFCOM Contact Officer), has been assigned as my Contact Officer.

(2) **Certification:** I am certified to the Joint Requirements and Integration Directorate, J8 at U.S. Joint Forces Command. As such I am allowed to visit sites, offices, and briefings that support the issues stemming from the position within the Joint Requirements and Integration Directorate J8, and other venues within the Department of Defense when authorized by my Contact Officer in support of the performance of duties assigned under this agreement.

(3) **Travel:** I am hereby authorized by my Contact Officer to visit the following locations under the terms of my certification: U.S. Joint Forces Command, its subordinate organizations, and other such locations as my contact officer may permit in the future.

SECTION IV
EXCHANGE OFFICER
CERTIFICATION OF IN-BRIEFING

I, (NAME OF EXCHANGE OFFICER), understand and acknowledge that I have been certified as an Exchange Officer to U.S. Joint Forces Command , as agreed upon between the Ministry of Defence of Finland and United States Joint Forces Command. I further acknowledge that I fully understand and have been briefed on: (1) the legal status of my certification; (2) the conditions of my certification; and (3) the terms of my certification. I further acknowledge that I shall comply with the conditions and responsibilities of my certification.

(SIGNATURE OF EXCHANGE OFFICER)

(TYPED NAME OF EXCHANGE OFFICER)

(RANK AND/OR TITLE)

(DATE)

(SIGNATURE OF BRIEFER)

(TYPED NAME)

(LOCATION)

ANNEX B - POSITION DESCRIPTION

Title of Position: Finnish Exchange Officer to United States Joint Forces Command, assigned to the Joint Requirements and Integration Directorate J8.

Position Location: Within the J8 Directorate, located at the Headquarters, U.S. Joint Forces Command, Norfolk, Virginia.

Qualifications, Skills, Specific Duties of the Position and Security Clearance Level Required:

Part I - Qualifications and Skills Required

1. Professional Experience: Field grade level experience, O-5, possessing operational experience working with fires, close air support, ground maneuver, and possessing a working knowledge of the command and control required to support the above mission areas. The Exchange Officer must understand the application of analytical and evaluative methods and techniques to issues or studies concerning the efficiency / effectiveness of program operations.
2. Training: Command and General Staff and / or Senior-Level Service School preferred.
3. Security Clearance: Secret. The disclosure of information necessary for the Finnish Exchange Officer to perform his assigned duties, as outlined in this Position Description, shall be in accordance with the delegation of disclosure letter (DDL) for this position and the provisions of the MOA discussed in the initial paragraph.
4. Language: Command of the English language is essential.
5. Standard Automated Data Processing (ADP) Knowledge:
 - o Word processing / spreadsheet / graphics presentation: Basic knowledge of Microsoft Office Suite.
 - o Database: Basic knowledge of Microsoft Access.
 - o Basic knowledge of networking operations and applicable applications such as MS Outlook, etc.
6. Professional: Able to establish and maintain good working relations with military and civilian employees within the

division, Combatant Commands, and civilians from outside agencies.

7. Work Environment: Fast-paced multinational military / civilian environment

Part II - Duties

Position Context: This position is for an Exchange Officer from Finland's Ministry of Defense to the United States Joint Forces Command (USJFCOM) Joint Requirements and Integration Directorate (J8) in the execution of J8's duties as the Command's lead for integration of Coalition Forces within Battle Management Command and Control (BMC2).

Reports to: Chief of Staff, Joint Requirements and Integration Directorate, J8, USJFCOM.

Principal Duties:

1. Support the integration and synchronization of all BMC2 initiatives at the Joint Task Force (JTF) and Joint Forces Command (JFC) levels, as well as direct liaison and interaction with North Atlantic Treaty Organization (NATO), allied and coalition C2 partners.
2. Coordinates BMC2 technical demonstrations and modeling and simulation support initiatives.
3. Supports development of integrated BMC2 operational, system and technical architectures across various mission areas (including Close Air Support, Command and Control, Fires, Ground Maneuver, and Air and Missile Defense).
4. Assess current and emerging Command and Control initiatives for future Joint/Combined service applicability, analyze current Command and Control architectures to identify current capability shortfalls.
5. Oversee emerging Joint and Combined Command and Control systems to insure Joint/Combined requirements are supported.

6. Support activities associated with Coalition Combat
Identification and integration of coalition fires.
7. Additional related duties as directed by the J8-Chief of Staff

PART III - Security Clearance Required

Security Clearance: Secret. The disclosure of information necessary for the Finnish Exchange Officer to perform his duties, as outlined in this Position Description, shall be in accordance with the United States delegation of disclosure letter (DDL) for this position and the provisions of the MOA discussed in the initial paragraph of the MOA.